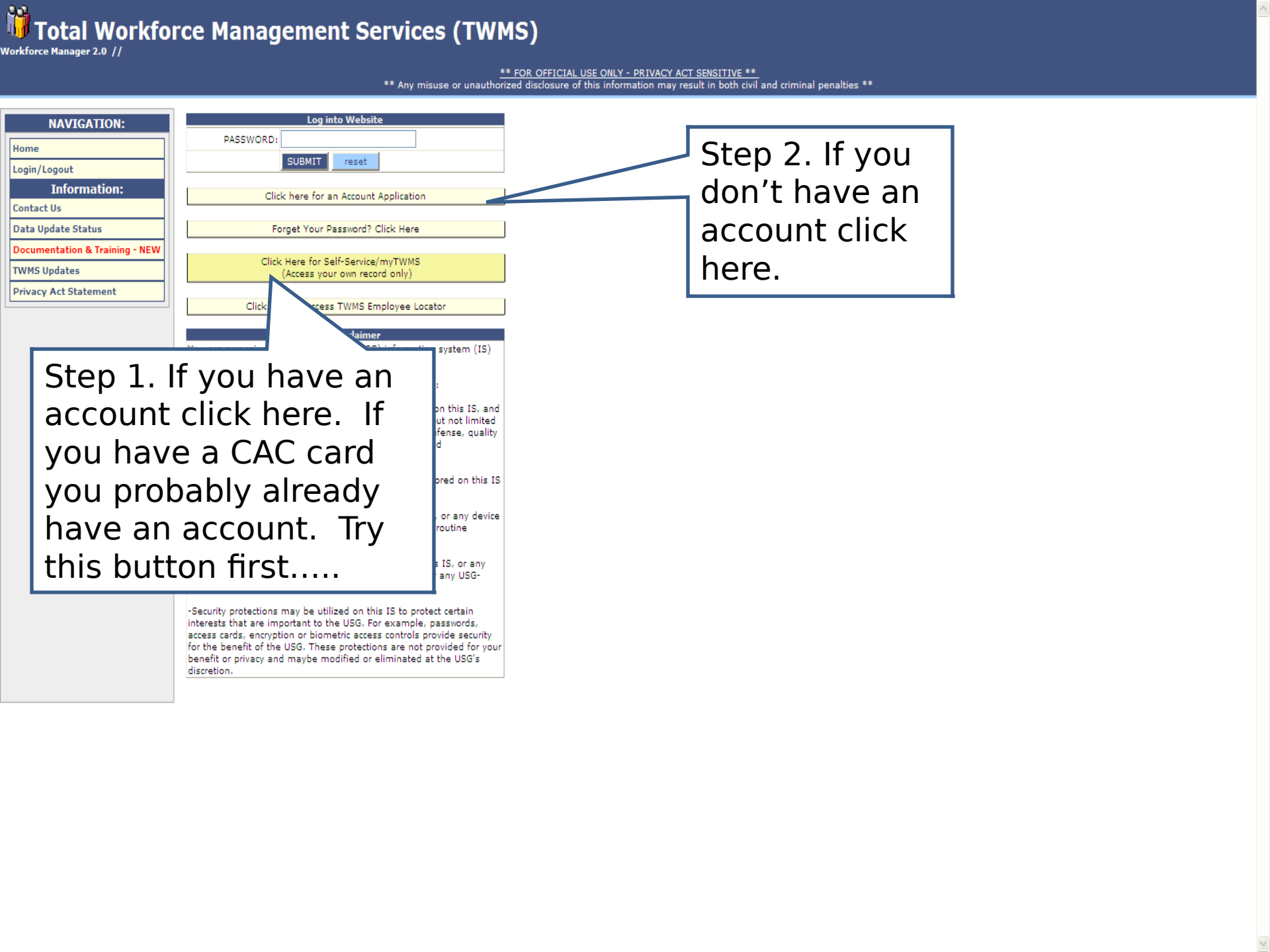
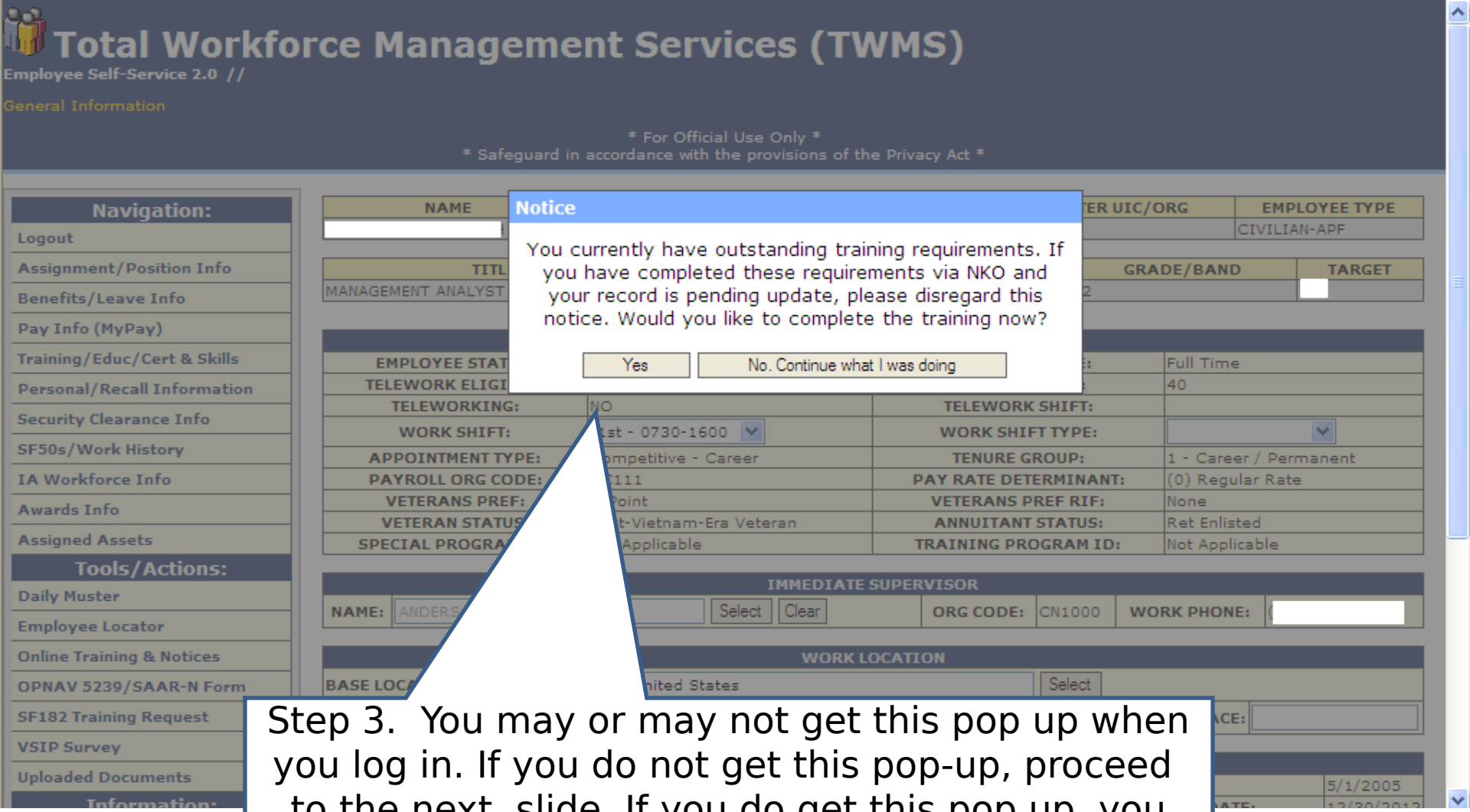

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 //
** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **
NAVIGATION:
Home
Login/Logout
Information:
Contact Us
Data Update Status
Documentation & Training - NEW
TWMS Updates
Privacy Act Statement
Log into Website
PASSWORD:
SUBMIT
reset
Click here for an Account Application
Forget Your Password? Click Here
Click Here for Self-Service/myTWMS
(Access your own record only)
Click
ccess TWMS Employee Locator
-Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.
Step 1. If you have an account click here. If you have a CAC card you probably already have an account. Try this button first.....
Step 2. If you don't have an account click here.



Step 3. You may or may not get this pop up when you log in. If you do not get this pop-up, proceed to the next slide. If you do get this pop up, you can choose Yes or No. If you select Yes it will take you to training that has been assigned to you (not covered in this walkthrough). For this walkthrough select “No” and proceed to step 4.

Total Workforce Management Services (TWMS)

Employee Self-Service 2.0 //

General Information

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

Navigation:
- Logout
- Assignment/Position Info
- Benefits/Leave Info
- Pay Info (MyPay)
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- SF50s/Work History
- IA Workforce Info
- Awards Info
- Assigned Assets

Tools/Actions:
- Daily Muster
- Employee Locator
- Online Training & Notices
- OPNAV 5239/SAAR-N Form
- SF182 Training Request
- Uploaded Documents

Information:
- Contact Us/Help
- Correcting your Data
- Data Update Status
- User Guide
- Privacy Act Statement

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
:	63110 / CN1100	63110 / CN1100	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS	0343		

GENERAL INFORMATION

EMPLOYEE STATUS:	Active - On Board		
WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40
TELEWORKER:	No	TELEWORK SHIFT:	
WORK SHIFT:	1st - 0730-1600	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career	TENURE GROUP:	1 - Career / Permanent
PAYROLL ORG CODE:	HC111	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	5-Point	VETERANS PREF RIF:	None
VETERAN STATUS:	Post-Vietnam-Era Veteran	ANNUITANT STATUS:	Ret Enlisted
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR

NAME:	ANDERSON, BENNY	ORG CODE:	CN1000	WORK PHONE:	(

WORK LOCATION

BASE LOCATION:		Select			
BUILDING:	1		ROOM NUMBER:	102C	CUBICLE/SPACE:	

IMPORTANT DATES

SCD LEAVE:		SCD CIV:	5/1/2005	SCD RIF:	5/1/2005
DATE LAST PROM		UIVALENT DATE (LEQ):	1/3/2010	DATE WGI DUE:	12/30/2012
DATE EOD NAVY/		D CURRENT COMMAND	5/11/2008	DATE START PRESENT POSITION:	8/15/2010
DATE PROB\TRIAL PE		ERSION TO CAREER DUE:	N/A	DATE SUPV/MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	DATE CAREER PROMOTION DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A		

Update Reset

Step 4. To access online training, click on this navigation link

Total Workforce Management Services (TWMS)

Employee Self-Service 2.0 //

Online Training Information

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
	63110 / CN1100	63110 / CN1100	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS			

REQUIRED TRAINING | AVAILABLE TRAINING

The following courses ar required and have not yet been completed.
To take a course, click on the c rse name. Once completed, your training record will be updated.
To view what training classes have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.

REQUIREMENTS

ID	REQUIREMENT	REQUIRED BY
You have completed all requirements o		your command

Step 5. Click on the “Available Training” navigation link

Total Workforce Management Services (TWMS)

Employee Self-Service 2.0 //

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
	63110 / CN1100	63110 / CN1100	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
MANAGEMENT ANALYST	GS		:	

REQUIRED TRAINING | AVAILABLE TRAINING

The following courses are available.
If you have required courses to complete, they will be shown on the REQUIRED TRAINING tab. To take any of the courses below, click on the course name. Once completed, your training record will be updated.
To view what training classes you have completed, please click on the Training/Educ/Certs button on the sidebar on the left side of your screen.

TWMS AVAILABLE COURSES

Course Title	Notes	Date Last Completed
• 2010 ANNUAL ETHICS TRAINING (CEU: 0)	Required for all filers of the Confidential Financial Disclosure Report (OGE form 450) or Standard Form 278 Executive Branch Personnel Public Financial Disclosure Report. Optional for all others unless otherwise directed by your Major Command, Activity, Installation or Supervisor.	--
• 2010 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING (CEU: 0)		2010-12-08
• ALTERNATE DISPUTE RESOLUTION MEDIATION (CEU: 0)	For Fleet Forces Command and COMPACFLT employees only.	--
• ANNUAL SECURITY BRIEF (CEU: 0)	Mandatory for CNIC personnel to be completed every 12 months, optional for all others.	2010-12-08
• ATFP LEVEL I AWARENESS TRAINING FOR DOD CIVILIANS (CEU: 0)	Mandatory for all personnel to be completed every 12 months	2010-12-08
• BED BUGS AWARENESS (CEU: 0)		--
• CAO IPT: AN INTRODUCTION (CEU: 0)		--
• CMMI PROCESSES (CEU: 0)		--
• CONSTITUTION DAY TRAINING (CEU: 0)		--
• COUNTER INTELLIGENCE AWARENESS BRIEF (CEU: 0)		--
• DIVERSITY TRAINING FOR SUPERVISORS-FY09 (CEU: 0)	Optional unless directed by your Major Command, Activity,	--

Step 5. Find the course you are interested in, and then click on the navigation link

If you complete training in TWMS or NKO I do not need a copy of your completion certificate. I will get the data from TWMS and/or NKO.